



## **FACT SHEET**

### **ASSESSMENT COMPLAINT PERIOD 2016** **(for Dec. 2016 – Nov. 2017 tax bills)**

#### **Town of Huntington**

- **Assessor's Office** PHONE: (631) 351-3226  
Town Hall  
100 Main Street  
Huntington, N.Y. 11743
- **The 2016 Tentative Town Assessment Roll** may be inspected in the Assessors Office:

Monday - Friday 8:30 am to 4:30 pm, May 1 through May 17, 2016

**Special Extended Hours:** Wednesday, May 11<sup>th</sup> - 8:30 am to 8:00 pm  
Saturday, May 14<sup>th</sup> - 9:00 am to 1:00 pm

**\*\*GRIEVANCE FORMS WILL NOT BE ACCEPTED BEFORE MAY 1<sup>ST</sup>!\*\***

- **Grievance Day – May 17, 2016** (open formal public hearing on assessment complaints) is held between 9:00 am and 8:00 pm at Town Hall. **Check in @ Assessor's Office in Room 100.** The Board of Review takes a lunch and dinner break.
- **The deadline to file the complaint form is:**  
**8:00 pm -- May 17, 2016 (Grievance Day)**  
(The application must be physically delivered to this office by 8:00 p.m. on Tuesday, May 17, 2016. **(Timely postmark unacceptable.)**)
- Preliminary **Residential Assessment Ratio** (R.A.R.) for the Town of Huntington is: **.73** percent (sales study July '14 – June '15)
- Valuation Date: **July 1, 2015**
- The preliminary level of assessment (equalization rate) for Huntington is: **.85 (16/17)**

## Filing An Assessment Complaint

### SUGGESTIONS:

- You are NOT required to personally appear before the Board of Assessment Review (BAR) at the open hearing on Grievance Day (Tuesday May 17, 2016). In 2015, although thousands of complaints were filed, less than fifty people personally appeared before the BAR.
  - Fill out the complaint form properly, including:
    - a) property tax map number
    - b) description of property and buildings
    - c) current assessment
    - d) requested new assessment
    - e) **MARKET VALUE** of property as of **JULY 1, 2015** valuation date
    - f) supporting documentation (recent appraisal, recent sales listing agreement, multiple listing ad, recent contract of sale, written explanation of your complaint in your own words, **PLENTY OF PICTURES, ESPECIALLY OF YOUR PROPERTY AND HOME etc...**  
NOTE: If you are ordering a professional appraisal at this time for this purpose only, tell your appraiser that the appraisal “Valuation Date” is **July 1, 2015.**
    - g) **sign** the complaint form
  - Make a copy of your completed complaint form before you file the original with this department. For individual filers, our office will date stamp your copy at the time you file the original. This is your receipt.
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- **ONLY FOR THOSE WHO MAY WISH TO PERSONALLY APPEAR BEFORE THE BAR ON TUESDAY, MAY 17, 2016:**

Hold on to your complaint form until that date -- Do not file it with this department prior to that date as it will be difficult to locate it.

**Make FIVE copies of your complaint and supporting documentation so that all five Board members can review the material as you explain your case (only those appearing before the BAR).**

The order of complaints before the BAR is on a first-come, first-served basis. This department will issue numbers beginning at 8:30 AM on Tuesday, May 17, 2016. Once you have a number, we will try to approximate the time that you should return to Town Hall. Don't Worry -- If you happen to miss your turn, we will fit you in as soon as possible. Anyone who wishes to personally address the BAR and has received a number by 8:00 PM on Tuesday, May 17, 2016, WILL BE GIVEN THE OPPORTUNITY TO BE HEARD THAT DAY.

- Decisions by the BAR are not rendered on Tuesday, May 17th. You will be notified in late September of the BAR's decision.